



PORTSMOUTH  
*beauty school* INC



2010-2011 School Catalog (6/1/2010)

Portsmouth Beauty School, Inc.  
dba Portsmouth Beauty School of Hair Design  
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## General Information

Portsmouth Beauty School, Inc. was established in 1961 with the primary objective of training those persons with interest in a respectable, responsible and rewarding career in cosmetology. Conveniently located downtown Portsmouth, public parking is available for staff and students at municipal lots at no charge. The school facilities were completely updated in 2004, with a new clinic; classrooms, library area, dispensary and student lounge, creating a modern, pleasant learning environment. 6,000 square feet of open, eclectic, loft environment, with 17' tin ceilings and natural wood flooring. Professional education surroundings for the future professional stylist!





More pictures can be found on our website,  
[www.portsmouthbeautyschool.com](http://www.portsmouthbeautyschool.com)

PBS, Inc. has been owned and operated by the Nardello family since the late 1950's. The school was incorporated in 1961.

Nicole Nardello continues the tradition, by leading the direction of this exciting business. Ms. Nardello, and her staff, is pledged to the development and implementation of the highest educational, ethical, and professional standards.

### **Administration**

Nicole Nardello Lawton, President, is a 1986 graduate of Saint Thomas Aquinas High School and a 1993 graduate of the University System of New Hampshire, BS in Business. A successful career in business and marketing development in the corporate world brought Nicole full circle back to the business of developing admissions for Portsmouth Beauty School in 2003; she then advanced to the position of financial aid and executive officer in 2005. She regularly attends advanced business management courses and financial aid practices coursework. Along with presenting a well qualified resume in excess of twenty years of business development, management and marketing expertise. Nicole enjoys being a member of the of Portsmouth, NH community. She is an active member of the New Hampshire Association of Student Financial Aid Advisors (NHASFAA) and promotes Seacoast Local Buy Local ([www.seacoastlocal.org](http://www.seacoastlocal.org)).



## **School License**

PBS, Inc. is licensed by the New Hampshire State Board of Barbering, Cosmetology and Esthetics. The State Board offices are located at 2 Industrial Park Drive, Concord, New Hampshire 03301 (Telephone 603-271-3608). <http://www.nh.gov/cosmet/>

## **School Accreditation**

PBS, Inc. is accredited by The National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS), 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302 (Telephone 703-600-7600) (<http://www.naccas.org>). The National Accrediting Commission of Cosmetology Arts and Sciences is recognized by the United States Department of Education as a national accrediting agency for post-secondary schools and programs of cosmetology arts and sciences. PBS, Inc. received it's most recent accreditation, without any limitations, in May 2007. [www.naccas.org](http://www.naccas.org)

## **Memberships**

Some Include:

NACCAS: National Accrediting Commission of Cosmetology Arts and Sciences

NH State Board of Cosmetology

AACS, American Association of Cosmetology Schools

Tri State Cosmetology School

NHASFAA, NH Association of Student Financial Aid Advisors

SeacoastBuyLocal, [www.seacoastlocal.org](http://www.seacoastlocal.org) .

## **Mission Statement**

Portsmouth Beauty School, Inc. Administration, Staff and Students are dedicated to the development of its students' personal and professional goals within the chosen study of Cosmetology. We strive to guide our student body to achieve their individual and academic potential, and to become productive contributing members of their community. PBS, Inc. is a career institution and has long established the tradition of providing exceptional educational opportunities to everyone who has the desire to enter into a post-secondary education. In this tradition, PBS, Inc. is obligated to impart to its students the knowledge, skills, and preparation necessary to meet the ever changing demands of our complex society and the cosmetology industry.

## Institutional Goals and Objectives

### Goals:

- To offer quality cosmetology education at an affordable price.
- To provide an educational environment that is conducive to learning.
- To provide highly qualified faculty, staff and administration whose professional goals are consistent with the goals and objectives of the school.
- To encourage professional growth among the faculty, staff and administration.
- To continually review the school curriculum for quality, content, timeliness and suitability.
- To offer basic and advanced cosmetology skills that will enable the student to be prepared for state licensing examinations and to be highly competitive in post-graduate employment opportunities.
- To provide career planning and placement opportunities for graduate and post-graduate students.
- To develop a professional attitude and a code of ethics in the student that is relevant to the cosmetology industry and business community.

### Objectives:

- The student has the opportunity to complete the course of study in a timely manner and therefore control the cost of their education.
- The student has the opportunity to have actual hands-on experiences with clients to learn the skills necessary to build and retain a client base.
- The student has the knowledge and skill to effectively communicate with the cosmetology professional and their client.
- Upon completion of the course requirements the student is prepared for the State Board licensing examinations and employment as a licensed professional cosmetologist.

### **Licensing Requirements (State of NH)**

Licensing requirements for the cosmetology license are as noted in State Law RSA 313-A: 11:

- Be of good professional character.
- Have completed high school or its equivalent.
- Have received training of a minimum of 1500 clock hours extending over a period of at least one year in a school of cosmetology licensed by the Board.
- Pass an examination conducted by the Board.
- Pay a fee established by the Board.
- You should not have been convicted of any felony or misdemeanor (other than a traffic violation) which has not been annulled by a court.
- You should not be addicted to the use of alcohol or other habit-forming drugs to a degree rendering you unfit to practice under RSA 313-A.
- You should not have been determined by a court to be mentally incompetent, and you should not have been told by a health practitioner or mental health practitioner that you have, a physical or a mental condition that impairs your ability to practice the profession for which you are seeking licensing under RSA 313-A.

Upon completion of the cosmetology course and meeting the requirements for licensing the student is licensed to practice in the State of New Hampshire.

## **Student to Teacher Ratio**

The student to teacher ratio is regulated by State law and requires one teacher for every twenty students enrolled. Portsmouth Beauty School has an average student teacher ratio of 12 students to 1 teacher.

## **Statement of Non-Discriminatory Policy**

Portsmouth Beauty School admits students of any age, sex, race, disability, marital status, religion, color, national and ethnic origin, creed or political affiliation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, sex, race, disability, marital status, religion, color, national and ethnic origin, creed or political affiliation in administration of its educational policies, admissions policies, financial aid programs and other school-administered programs.

Inquiries concerning compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 regarding activities relating to ensuring non-discrimination in the admission and treatment of students, curriculum and course offerings, student policies, services and activities relating to ensuring non-discrimination in employment policies and practices may be directed to the Administrator.

## **Catalog**

The catalog of Portsmouth Beauty School is a document of record issued for one year; the school reserves the right to update the catalog as needed. The catalog contains current information regarding admissions, course offerings, tuition and fee expenses, academic requirements, student services, rules and regulations, and financial aid information. It is not intended to be and should not be relied upon as a statement of the school's contractual undertakings.

The school reserves the right in its sole judgment to make changes of any nature in its programs, calendar, or academic scheduling whenever it is deemed necessary or desirable. This includes changes in course content, the rescheduling of class starting dates, or in any such case giving such notice thereof as is reasonably practicable under the circumstances.

## **Dormitory Facilities**

Portsmouth Beauty School offers no dormitory facilities. Upon request, we will assist students in locating suitable living accommodations in the area.

## **Parking**

There are three municipal parking lots maintained by the City of Portsmouth located approximately five minutes walking distance from the school's main entrance. There is no charge for parking in these lots.

## **School Business and Class Hours**

Questions regarding Portsmouth Beauty School may be directed to the address indicated on the front of this catalog either by mail, e-mail or telephone. The Business Office hours are Monday-Friday from 8:30am to 4:30pm. At other times, the staff is available by appointment. Classes are scheduled during the daytime hours, Monday-Saturday from 9:00am to 8:00pm. Schedules vary with individual contracts. Students can complete the 1500 clock hour course in approximately 50-60 weeks.

## **School Calendar**

The school offers rolling admissions, classes beginning in the months of January, March, May, July, September and November. Exact starting dates may be obtained through the school office.

There will be no classes on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, and Christmas Day. Additional holidays may be scheduled, and will be announced to students in advance.

School closing announcements will be pre-recorded on the school's answering machine and students can access that information by calling the school telephone number @ 603-436-7775.

## **Registration and Enrollment**

Class size is limited and an applicant should complete the application for enrollment as far in advance of the starting date as possible. The school reserves the right to defer a class starting date.

## Visitors

Prospective students, school counselors and members of the community are invited to visit the school to see the training program. Appointments are suggested. For security purposes, no one is allowed to walk the school premises unescorted.

## ADMISSION

### Admission Requirements

The admission requirements for the Cosmetology Course are designed to help the school select those students best qualified to benefit from the educational opportunities offered at Portsmouth Beauty School. The school welcomes applicants who evidence thorough scholastic preparation, good character, intellectual interest and motivational purpose both in and outside of school. School records, recommendations and results of standardized ability and achievement tests are considered for students making application within four years of their high school graduating class date. Applicants who graduated from high school four or more years prior are not required to submit secondary school records, other than a diploma. Admission is without regard to age, sex, race, disability, marital status, religion, color, national and ethnic origin, creed or political affiliation.

Applicants must submit their application and interview as far in advance of the class starting date as possible. This school considers for admission as regular students (1) College Graduates or those applicants with completed college coursework, (2) high school graduates, (3) *in some cases* holders of the General Equivalency Diploma (GED), and (4) in certain special circumstances, currently enrolled high school students. We do not offer an ATB (Ability to Benefit) status. Students who do not have the minimum of a high school diploma or GED are not eligible for federal student financial assistance programs.

## **Transfer Admission Requirements**

Transfer students from accredited schools must follow the same application procedures as new applicants. In addition they must submit official transcripts of all work undertaken at the post-secondary level. Portsmouth Beauty School does not accept any student who is not in good academic, attendance or ethical standing at a previous institution. A certificate of completion will be provided transfer students completing the program with PBS, Inc. *This school does not and will not recruit students already attending or admitted to another school offering a similar program of study.*

## **Credit for Previous Training**

Credit for previous training is given if a certified transcript is presented from a licensed New Hampshire cosmetology school. Credit for out-of-state training must be submitted through the State Board. Course work will be adjusted accordingly, and all records of previous education will be maintained as part of the student's permanent record. A transfer student is assessed an hourly tuition rate to assure that proper financial credit may be given for previous training. At times we have found that transfer students may need more attention and educational efforts, if this is found during evaluation we will discuss increasing tuition rates and time of training needed at our school. It is our goal to bring all transfer students up to the same level of learning as a student that has been with us since clock hour 1 and because of that, as of 2009 the tuition rate is calculated at a minimum of \$15.00 per clock hour.

## **Readmission Requirements**

Any student who voluntarily withdraws from the school must apply for readmission in accordance with the aforementioned admission requirements. Students who have been granted a leave of absence status from the school are exempt from this requirement. A student who is dismissed for academic/administrative reasons must appeal to the Administrator for readmission to the school as outlined in the [Academic Information](#) section of this catalog.

# COURSE INFORMATION

## Cosmetology Course

The Cosmetology Course prepares graduates for the examinations of the New Hampshire State Board. The course provides the general skills of cosmetology and its practical salon applications for entry-level positions in the field.

**Definition** – Cosmetology! THE art and science of adornment through care and treatment of the hair, nails and skin. This cosmetology course includes such subjects as shampooing, scalp treatments, haircutting, permanent waving, manicuring and pedicuring, chemistry of the hair, hair relaxing, hair styling, hair coloring, hair removal, facials, and makeup. (See page 13) Actual practice of manipulative skills is stressed. Related subjects include the study of personal hygiene, public health, anatomy of head, face, neck, hands and feet, bacteriology, psychology, salon ethics, personality development and salesmanship.

The students work on manikins and each other in practice periods until they have acquired sufficient skill to give treatments to the public in the student salon under the supervision of an instructor. The services offered to the public in the student salon afford the students an opportunity to practice and develop cosmetology and interpersonal skills under the guidance and supervision of an instructor. Student salon guests/customers are charged a small fee for cosmetology services provided by the students. Income from clinic services pay part of the school operating expenses. Students receive no payment for work they do as part of the clinic training experience.

**Qualifications** – Applicants to this course should have a pleasant personality and a genuine interest in working with others. Success is directly related to an individual's ability to provide cosmetology services that will satisfy the client. A student should have well developed fine motor coordination, patience to develop manipulative skills, vitality to remain on task for long periods of time, ability to communicate with others, flexibility and expressiveness in personal interactions. An artistic sense helps to

determine line, color and proportion in hair arrangements and makeup applications.

Anyone who hopes to become a cosmetologist should give attention to presenting a well-groomed, neat and attractive appearance at all times. The prospective and successful cosmetologist should like people, enjoy being helpful to them and must be able to cultivate good relationships with others, patrons, employers, instructors and fellow students. He/she should be alert to the preference of patrons and tactful with those who may be tired, nervous or irritable. Cooperation and responsibility are important factors as well as having the ability to follow instructions and accept constructive criticism.

**Employment Opportunities** – The Cosmetology profession offers a wide range of employment opportunities that will be available to you after you have completed your training. Additional training and experience may be required to enter such specialty areas as *Competition Stylist, Platform Stylist, Field Technician, Manufacturers Representative, Manager/Operator, Salon Owner, Cosmetology Instructor, and Esthetician*. Qualifications and license requirements will vary depending on length of training, experience and State requirements where you intend to seek employment. While you are in training you will learn more about your profession and the many opportunities available to the licensed professional cosmetologist.

## Cosmetology Curriculum

<u>Subject</u>	<u>Theory</u>	<u>Practice</u>	<u>Clinic</u>	<u>Total</u>
<b>PART 1 – ORIENTATION</b>				
1. History of Cosmetology	2	2		4
2. Life Skills	5	2	2	9
3. Your Professional Image	3	2	4	9
4. Communication for Success	3	2	5	10
<b>PART 2 – GENERAL SCIENCE</b>				
5. Infection Control	14	10	20	44
6. Gen. Anatomy & Physiology	12	2	5	19
7. Skin Structure & Growth	8	6	6	20
8. Nail Structure & Growth	10			10
9. Prop. of Hair & Scalp	14	10	10	34
10. Basic Chemistry	8		2	10
11. Basics of Electricity	8		3	11
<b>PART 3 – HAIR CARE</b>				
12. Principles of Hair Design	10	5	5	20
13. Shamp., Rins., & Cond.	12	10	40	62
14. Haircutting	20	30	120	170
15. Hairstyling	20	127	160	307
16. Braiding&Braid Extens.	10	15	10	35
17. Wigs & Hair Enhancements	10	20	5	35
18. Chemical Texture Srvcs.	28	65	40	133
19. Hair Coloring	45	100	114	259
<b>PART 4 – SKIN CARE</b>				
20. Skin Diseases & Disorders	2			2
21. Hair Removal	5	10	5	20
22. Facials	12	25	10	47
23. Facial Makeup	10	20	4	34
<b>PART 5 – NAIL CARE</b>				
24. Nail Diseases & Disorders	5			5
25. Manicuring	5	25	40	70
26. Pedicuring	5	12	8	25
27. Nail Tips, Wraps & Gels	5	4	2	11
28. Acrylic Nails	5	4	2	11
29. UV Gels	5	4	4	13
<b>PART 6 – THE BUSINESS OF COSMETOLOGY</b>				
30. Seeking Employment	15	2	3	20
31. On The Job	1	3	3	16
32. The Salon Business	15	5	5	25
<b>Total Clock Hours</b>	<b>341</b>	<b>522</b>	<b>637</b>	<b>1500</b>

Course study includes hair cutting and styling, manicuring, pedicuring, makeup and facials, hair coloring, permanent waving, scalp and hair treatments, and other pertinent subjects. Audiovisual aids are utilized to train students for added knowledge and professionalism. Outside training programs for students are planned by the faculty to supplement classroom theory and practical experience. Lectures by manufacturers' representatives and other specialists add to the formal education. The cosmetology course can be completed in approximately 50 weeks on a 30-clock hour per week schedule.

## FINANCIAL INFORMATION

### Tuition and Fees

#### Cosmetology Course

• Tuition (1500 clock hours)	\$ 16,000.00
• Registration fee	300.00
• NH State Student Apprentice Fee	0.00
• Cosmetology kit fee	450.00
• Textbook and workbooks (2) fee	250.00
• Manikins (3) fee	200.00
• <u>Uniform fee</u>	<u>200.00</u>
• <u>Total Tuition and Fees</u>	<u>\$ 17,400.00</u>

All fees (\$1,400.00) are due in full upon enrollment, (unless other arrangements have been made with the Business Office), which is scheduled at least two weeks prior to the class start date.

Miscellaneous expenses for the course are approximately \$1,000 and may be for expendable supplies and items that may need to be replaced; this is at the student's discretion.

The school will make every attempt to notify prospective students should there be changes to the tuition and fee rates, prior to enrollment. Tuition changes usually take place in January.

#### State Board License Fees (*not included in tuition and fees package*)

• Student Apprentice License (due at enrollment)	\$ 0.00
• Examination fee (due at graduation)	124.00
• <u>Cosmetologist License (notice after exams)</u>	<u>25.00</u>
• <u>Total (separate fees paid by student)</u>	<u>\$ 174.00(minimum)</u>

The State Board licensing fees are separate from and in addition to any school fees. The student must provide a minimum of four passport size photos for the apprentice license. The license examination fee is due at graduation. Upon successful completion of the licensing examinations the application for a permanent license is made to the State Board and the student is responsible for payment of the fee. License and examination fees are set by the State Board and are subject to change which may occur after enrollment.

## Tuition Payments by Pay Periods

Tuition payments are payable by payment periods. There are four (4) payment periods that make up the course. There are no interest charges or late payment fees for any tuition payment plan. However, tuition must be paid in full two weeks prior to the student contracted completion/graduation date.

<u>Pay Period</u>	<u>Weekly Payments</u>	<u>Monthly Payments</u>
One (1) 1-450 hours	15 @ \$320.00	3 @ \$1600.00
Two (2) 451-900 hours	15 @ \$320.00	3 @ \$1600.00
Three (3) 901-1200 hours	10 @ \$320.00	2 @ \$1600.00
Four (4) 1201-1500 hours	10 @ \$320.00	2 @ \$1600.00

<b><u>40 Week Payment Plan</u></b>	40 weeks @ \$373.75 per week	
<b><u>12 Month Payment Plan</u></b>		
<u>Down payment</u>	<u>10 Monthly Payments</u>	<u>Total Tuition</u>
\$1,400.00 (Fees)	10 @ \$1600.00	\$ 17,400.00

*Individualized plans are also available and must be discussed prior to signing the enrollment agreement.*

## TUITION REFUND POLICY

- An applicant ***not accepted*** by the school shall be entitled to a refund of all monies paid ***less the registration fee***.
- If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and requests his/her money back ***in writing within three (3) business days of the signing of the enrollment contract***, all monies collected by the school shall be refunded, ***less the registration fee***.
- The postmark on written notification will determine the cancellation date. This policy applies regardless of whether or not the student has actually started training.
- If a student cancels his/her enrollment after the three business days, after signing, but prior to entering classes, he/she will be entitled to a refund of all monies paid to the school ***less the registration fee***.
- For students who enroll and begin classes and receive Federal Title IV Funding a preliminary refund calculation will be used in the case of withdrawal, based on the Title IV funds received for hours attended in respective enrollment pay periods (0-450, 450-900, 900-1200, 1200-1500 clock hours). This calculation will determine the Return of Title IV funds only. Once the R2T4 is determined, or in the event of a cash paying student, the table below will then be used in conjunction with the percentage of hours completed in determining the final NACCAS approved Institutional Refund Policy. This ratio will determine whether any additional funds are owed to the school or if a refund is due the student by the school. Any student refund is due within 45 days of

the last day of attendance, as determined by school officials in accordance with federal guidelines. The student will be entitled to a refund of tuition as determined by the student's **attendance ratio**. The attendance ratio is calculated by total **scheduled hours** up to the **last date of physical attendance** divided by total scheduled hours in the payment program. If the student has completed more than 50% of the total hours in the payment period the attendance ratio will compute to 100%. The student will owe 100% of the total tuition charges for the payment period. The table below will be used in conjunction with the percentage of course completed in determining the NACCAS approved Institutional Refund Policy.

#### EXAMPLES OF TUITION CHARGES ASSESSED BY PAY PERIODS

% time to total time of course:	amount of total tuition owed to school:
.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

- Upon withdrawal or termination from the school before 50% completion of a payment period, **all or a portion of federal financial aid** previously credited to a student's account may be returned to the lender and the student is responsible for tuition and fee charges incurred that would have been paid in part or in full by financial aid. When the amounts which must be returned have been determined, the school will first return all sums to the Stafford Loan Program, then the Pell Grant Program.
- All fees – registration, cosmetology kit, textbook and workbooks, manikins, and licensing are considered extra costs and are non-refundable after enrollment and after beginning classes.
- If this school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a refund of tuition paid for the nearest whole percentage of hours not completed in a payment period.
- If a course is cancelled subsequent to a student's enrollment, this school shall at its option: (1) Provide a full refund of all monies paid less the Registration Fee; or (2) Provide for starting the course at a later date.
- The school upon formal notification of cancellation or termination will refund any monies due the student within 45 days. Formal cancellation or termination shall occur no more than 45 days from the last day of physical attendance, or in the case of a leave of absence the earlier of the date of expiration of the LOA or the date the student notifies the school that they will not be returning.

- A student, who, for any reason whatsoever, withdraws from the school during the course, must notify the Administrator **in writing**, stating the reason for withdrawal. In all cases the last date of physical attendance (withdrawal or termination) will be taken as the date of official withdrawal from the school.
- In the case of withdrawal or termination the school will assess the student a \$100.00 Termination Fee.

## FINANCIAL AID

The educational opportunity of an academically qualified student should not be restricted by a lack of financial resources. This idea is basic to the program of financial aid provided for students at Portsmouth Beauty School, Inc. Since the primary financial responsibility for the education of a student belongs to the individual, it is presupposed that the student and/or the family will make the maximum effort to provide for the expenses of a post-secondary education. Financial aid should always be considered as a supplement and not a substitute.

The United States Department of Education (ED or The Department) administers three Student Financial Assistance (SFA) programs to help students finance their education beyond high school. Portsmouth Beauty School, Inc. (PBS) is eligible to participate in two **Direct Lending Programs**,

1. grants (**Federal Pell Grant**) that do not have to be repaid
2. and loans (**Federal Subsidized and Unsubsidized Student Loans**) that enable students to borrow money to help meet their educational costs.

A State funded program (**NH State Incentive Grant**) for New Hampshire residents is also available. A student may qualify for assistance from one or more of these programs and PBS will assist applicants who establish a need for such funds in applying to the appropriate agency. PBS is also approved for **Veterans Educational Benefits**. Aid from the grant or loan programs are based on financial need. An exception is the **Federal PLUS loan** program. It is also possible to receive a Federal Unsubsidized Stafford Loan that is not a “need based loan.”

All applicants for financial aid must complete a Free Application for Federal Student Aid (FAFSA). The student is directed to go on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete the application; Portsmouth Beauty’s SCHOOL CODE is 013558. The financial aid office is available to assist the student in completing the FAFSA and will determine financial aid eligibility.

The Federal Stafford Loan (SL), and Federal Parent Loan for Undergraduate Students (PLUS), may be necessary to meet your educational expenses. These federally insured loans allow students to borrow up to COA (cost of attendance) for the SL, and COA for the PLUS. Under current regulation a needs test must be performed to determine the amount a student or parent may borrow. All students may be eligible to borrow unsubsidized loans (not need-based loans) in amounts from \$4,000 to \$9,500 depending on dependency status and cost of education.

Federal Pell Grants serve as a base for all other sources of aid. Provisions for Federal Pell Grant applications are included in the FAFSA. Unlike other federal aid sources, Federal Pell Grant eligibility notifications are sent directly to the students' home address. PBS will receive a copy of the student's ISIR (Institutional Student Aid Report) for FA processing. Awards currently range from \$976 to \$5,350 for an academic year (900 clock hours is the equivalent of one academic year at PBS, Inc.).

**Leola Pierson Institutional Scholarship Trust** is a "need based scholarship" and benefits those PBS, Inc. students that meet the following criteria:

- Student must complete a FAFSA and receive a 0 EFC (estimated family contribution) award for the first financial aid year.
- Student may be identified as either DEPENDENT or INDEPENDENT status, as defined by the FAFSA.
- Student must reach the benchmark of 900 clock hours as of the date specified on their Enrollment Contract (this corresponds with payment period 3).
- Satisfactory Academic and Attendance Progress must be maintained at all times.

The scholarship award amount is based upon the applicant's/student's Pell Grant award amount. The LPIST is applied directly to the student's tuition account and will be noted on the student's 1098T tax form.

All financial aid recipients are required to maintain satisfactory academic and attendance progress requirements as defined in the **Catalog, Student Handbook and SAP signature page** (included with the pre-enrollment paperwork). **Failure to maintain the minimum standards of progress for academics and attendance will result in the loss of financial aid.**

Portsmouth Beauty School does not discriminate against any applicant for financial aid on the basis of age, sex, race, disability, marital status, religion, color, national and ethnic origin, creed or political affiliation.

### **Working To Meet Expenses**

Portsmouth Beauty School recognizes the need for students to work while attending school. Many students need this part-time income to help defray personal and educational expenses. **The student must be able to combine work with the requirements of school. Work schedules must not take precedence over school attendance. A student must meet standards of academic and attendance progress requirements in order to remain in school.**

## **ACADEMIC INFORMATION**

### **Grading System**

A student's scholastic standing in each of his/her subjects is determined by the combined results of examinations, assignments, classroom and clinic participation and general evidence of regular and consistent application. In grading, it is the responsibility of each member of the teaching staff to give due weight not only to the degree of mastery of the subject matter manifested by the student in examination and completion of practical assignments, but likewise to the degree of originality, correctness in expression, and conformity with approved forms for written assignments.

Students receive a numeric grade in both their theory and practical assignments. The quality of work is indicated by the following grades:

A+ 96 – 100

B+ 87 – 89

C+ 78 – 80

A 93 – 95

B 84 – 86

C 76 – 77

A- 90 – 92

B- 81 – 83

F 75 and below is failing

I Incomplete – an incomplete grade converts to a 59 if not made up within a six eek period from the time first scheduled.

## **Examinations**

A student has the right and obligation to make up a missed examination, if the examination was announced at least one week before its administration. The term, "examination", is here meant as examination scheduled for the full (60) sixty minutes of theory class time. For a student to avail themselves of the right indicated above, they must present, prior to the examination or within one business day after its administration, serious and verifiable reason why the examination was not taken at the scheduled time. Whether or not a make-up exam is to be given will be determined by the instructor with the student retaining the right to appeal to the Educational Director.

In the cases of announced quizzes of less than a full class period, a student has the right and obligation to consult with their instructor concerning a make-up either prior to the quiz or within three days after its administration. Whether or not a make-up quiz is to be given will be determined by the instructor with the student retaining the right to appeal to the Educational Director.

A student will be allowed to make up a failed examination or quiz one time only. The final recorded grade will be the average of the two grades.

## **Practical Assignments**

Practical assignments are completed on manikins or as part of clinic work on customers. All practical work will be graded periodically.

All students are given examinations that cover all in-class presentation of beauty culture procedures. In addition, grades are issued for all practical assignments on manikins and clinic work on the public. These grades are issued after the completion of 450, 900, and 1200 clock hours with the student progress report. If a student does not pass a subject, that particular subject must be repeated at the earliest opportunity. Students must achieve a passing grade in each subject to be considered eligible for credit to graduate.

## **Report of Grades/Individual Student Records**

Information about an individual student is released only upon written consent of the student or parent/guardian if the student is a dependent

minor. "Information" will include all information that is part of the student's personal record, including address, phone number, academic records, attendance records, progress reports, and financial aid records. **Students receiving federal or state financial aid waive their rights under the Family Educational Rights and Privacy Act and such information may be provided to the requesting government agency without student or parental consent.**

## **Attendance**

Absence – The school must be apprised of the reason for said absence within one business day, and the reason must be supported by documentary evidence. A student may be suspended for continued absences. A suspended student may appeal to the Administrator within five business days. Upon presenting documentation regarding the absence to the Administrator, the student may be readmitted to class. Documentation must contain a valid reason for absence, e.g., doctor's note, death in the family, or other verifiable information. **Students are required to notify an instructor when they will not be in attendance for scheduled classes by calling the school themselves, or having a representative call the school.**

If a student is absent it is their responsibility to notify their instructor, of the reason for their absence immediately upon returning to class. Students are responsible for all work missed during their absence, and it is their obligation to consult the instructor about any necessary makeup work.

**Federal regulations require that any student receiving Federal Financial Aid who is absent for 14 calendar days without notice be dropped from the program.**

A student is considered excessively absent when they are not in attendance for at least 93% of their scheduled classes. The student can complete the 1500 clock hour requirement in 13 months if absent 7% of their scheduled classes. The absolute minimum satisfactory attendance progress is 76% and at this rate it will take the student 18 months to complete the 1500 clock hour requirement.

Students have a **contracted ending date** for the completion of their course. If a student does not complete the required hours of training by the contracted ending date, the student will be assessed **additional tuition charges of \$15.00 per hour for all hours to be completed after the contracted ending date. This additional tuition charge is not eligible for payment by FFELP funds and arrangements must be made with the business office directly.** The contracted ending date will be extended to

allow for unscheduled school closings. A schedule will be available to students that explain the computation of their ending date.

Portsmouth Beauty School reserves the right to make class session assignments and to reschedule assignments if and when necessary. Each student is expected to attend every class meeting that is assigned.

Tardiness – any student not physically present at the start of a scheduled class period will be considered tardy. Excessive tardiness may be cause for suspension and/or dismissal. If a student arrives after 9:05 for class, they may not be admitted into that classroom.

Leave of Absence – a student is allowed only one leave of absence every twelve-month period as determined by the student's start date. The leave may not exceed 180 days. Any leave of absence may not involve additional charges by the school to the student and the contracted graduation date will be extended to reflect the leave time. If a student does not return from a leave of absence, the last day the student attended school prior to the leave is the student's last date of attendance. Return of federal financial aid funds or refunds for students who do not return from a leave of absence must be made within 45 days from the date the student was to return or the date the student formally notifies the school in writing or in person that they are withdrawing from school, but no later than 45 days. A student cannot be in a probationary status when requesting a leave of absence.

### **Dismissal As A Result of Unsatisfactory Progress**

Students dismissed from the school by reason of academic or attendance deficiency have the right to appeal the decision and to have a hearing before a committee comprised of the Administrator, and a neutral party. Request for such an appeal must be made **in writing** to the Administrator of the school no later than one week from the date of the dismissal letter. Failure to appeal within the time stated will, under all but the most extraordinary circumstances, disallow such appeal.

The appeal review committee will convene and act on the written request. The final decision of the appeal review committee will be delivered in writing and shall be binding with no further appeal to be accepted. A student whose appeal has been granted is readmitted on probation and loses the right to further appeal. Students readmitted after dismissal must pass the subjects failed and/or bring attendance up to acceptable standards.

### **Voluntary Withdrawal**

A student who voluntarily withdraws from the school is required to make proper notification in writing to the Administrator. A student voluntarily leaving school must return within one year from the last date

of physical attendance to receive credit from the State Board for all clock hours completed. The student will also receive financial credit for all tuition and fees, less any returns (of federal funds) or refunds made in accordance with federal regulations or the school's Institutional Refund Policy as stated earlier in this catalog and on the student's contract. A student returning within the year will be allowed to complete the course at no additional cost over and above the original contracted enrollment expenses providing procedures for reinstatement are met. Procedures for reinstatement may be obtained from the school.

### **Termination by the School**

The school reserves the right to dismiss/terminate a student for failure to make the agreed tuition payments when due, failure to maintain attendance and academic standards of progress, breach of school rules and regulations, or for any cause deemed necessary for the good of the school.

### **Graduation Requirements**

A Portsmouth Beauty School diploma will be awarded to the graduate upon completion of the following:

- Successful completion of all course theory and practical work in accordance with the grading system as stated in the catalog.
- A certificate will be awarded to transfer students completing less than 500 clock hours.
- Successful completion of comprehensive final written and practical examinations;
- All fees and charges have been paid – indebtedness to the school suspends the right of the student to attend classes, receive a diploma, grade report, or transcript.
- The completion of the required course hours.
- Upon completion of the above the student is then eligible to make application to the NH State Board for licensing examination and is responsible for all fees associated with licensing.

## **STUDENT REQUIREMENTS and SERVICES**

### **Campus Safety, Alcohol and Illegal Drugs**

At the Portsmouth Beauty School, the safety and well being of all students, faculty, staff, and clinic patrons is of primary importance. As an educational community we are not exempt from the same problems that we read and hear about in other communities across the nation. Two issues in particular – violence and abuse of alcohol and other drugs – have become all too prevalent in society. It is all of our responsibility to

respond to these problems by promoting prevention and intervention in individual cases.

As an indication of the importance and seriousness of these issues, the United States Congress passed laws requiring post-secondary institutions to provide all students, faculty, and staff detailed information in writing about these issues including federal laws, school policies, and resources available to provide assistance. The intent of the law is to insure that you have complete information about the problems, the risks involved, the legal standards that have been adopted, and the offices and agencies in the community to which you can turn for help.

The information required being in compliance with the Drug Free Schools and Communities Act and the Campus Crime Act is published and made available by September to students, faculty, and staff and to other interested parties upon request. The publication contains information on Alcohol and Illegal Drugs, Federal and State Penalties for Possession and Use of Alcohol and Illegal Drugs, the Effects and Health Risks of Alcohol and Drugs, Alcohol/Other Drug Education and Assistance Services, School Security Policies and Crime Statistics and Graduation and Completion Rates (also known as “persistence rates”).

### **Student Conduct**

The school does not tolerate the use of alcohol or drugs on the premises or during school sanctioned events. No smoking is permitted within the school facility; however there is a designated area for smoking on the property. You may only smoke if you are 18 years of age or older. Student rules and regulations setting forth other special conduct requirements must be observed. **Self-respect and consideration for the rights of others constitutes the ideal student conduct.**

The school reserves the right, under academic due process, to dismiss or suspend a student from the school for serious violations of its published regulations or for conduct which seriously conflicts with its stated objectives, please refer to the **Student Handbook** for further details.

### **Sexual Harassment Policy**

- Sexual harassment of any individual is a violation of federal law, unacceptable conduct, and grounds for disciplinary action.
- Sexual harassment is any unwelcome sexual advance, verbal or physical which is explicitly or implicitly made which has the effect of creating a hostile, intimidating or offensive work environment.
- Employees of PBS should be aware that the intent of this policy also applies to employee-to-student and or student-to-student relationships.
- Employees of PBS and students who have questions or complaints about sexual harassment are encouraged to bring the situation to

the attention of the Administrator to file a complaint. Reports of sexual harassment will be confidentially investigated. Violators may be subject to disciplinary action up to and including termination.

- All students and staff are required to attend a harassment course provided on campus by an outside advisor at least once a year. No student is allowed to graduate without completion of this course.

### **Academic Advising**

Instructors are available to advise students of their academic progress upon request and at three designated benchmarks throughout the contracted time frame. These benchmarks are at the 450, 900 and 1200 clock hour points. A student desiring advising in academic and/or personal areas may see an instructor or make an appointment to see the Administrator.

### **Employment Assistance**

PBS is committed to assisting in the placement of every graduate seeking employment not only upon graduation but also during his or her entire career in the beauty industry. The following procedure is used to assist in placing graduates: (1) Information on job openings is documented on the Employment Placement Form (2) Forms is posted on the employment bulletin board or graduates are contacted directly and (3) Follow-up on assigned interviews is conducted to encourage feedback from graduates and employers. The school will use its best efforts to successfully place students. However, the student is advised that **the law prohibits any school, college, etc., from guaranteeing placement as an inducement to enter said school. The school does not in any way guarantee employment to any applicant, student or graduate.** PBS does not discriminate on the basis of age, sex, race, disability, marital status, religion, color, national and ethnic origin, creed or political affiliation in the referral of graduates to prospective employers who list employment opportunities with the school.

### **Student Records**

Students (or their parents/guardians if a student is a dependent minor) are guaranteed the right to access to their personal files in compliance with the 1974 Family Education Right to Privacy Act (FERPA), also known as the Buckley Amendment. Third party requests for information will require written authorization from the student. Under no circumstance will information regarding a student, parent or guardian be released without the written consent of the student (or their parents/guardians if a student is a dependent minor). The school will provide copies of any information sent out of the school at the request of the student. Maintaining and safeguarding student records, both personal and financial, are the responsibility of the Administrator.

## Procedure

1. The student (or their parents/guardians if a student is a dependent minor) must request an appointment to view their records. If the student is not a dependent minor, no one – including parents or guardians – can view a student’s records without the written permission of the student with the exception of representatives of federal or state government or other agencies acting on behalf of federal or state government in the course of review activities.
2. The Administrator or his designated representative will schedule the appointment request as soon as possible and within three business days of the request.
3. The Administrator or an appointed representative will be present at all times during the review of the student’s records to provide security of such records and any interpretation that may be required.
4. All student records reviews will be documented as to the date of the student (parents/guardians) and Administrator, or appointed representative. This can be recorded by the Student Advising form or copy of permission notice and kept in the student’s file.
5. A student (or their parents/guardians if a student is a dependent minor) may refuse to authorize release of “directory” information as indicated below by signing a Non-Disclosure Form: The school presently does not publish a directory with any such information.
  - Name, address and telephone number
  - Date and place of birth
  - Major field of study and dates of attendance
  - Degrees and awards
  - Date of graduation
  - Previous school(s) attended
  - Date of graduation from previous school(s)
6. The school must provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Cosmetology Arts and Sciences, or in response to a directive of the Commission.

## Dress Code

The school requests that when dressing, all students keep in mind that we prefer that our students present a professional, conservative dress while on school premises.

- A portion of the student’s school fees are used to pay for a uniform lab coat (1-2) as well as a school dress shirt with the school logo.
- Black pants, a dress top and the lab coat are to be worn Monday, Tuesday, Wednesday and Thursday.
- Dress jeans, without holes or distressing, are to be worn with the school uniform shirt on Fridays.

- It is a NH State Board requirement that students wear a lab coat and name badge while in school. The name badge will be supplied by the school and identifies the student as an “Apprentice”.
- Shoes – the student must wear a full shoe that covers the entire foot. **No open toes, sandals, clogs, boots, or spike heels or heels less than two inches in diameter.** Shoes should also have a non-marring bottom/heel/sole. The wearing of well fitting, clean, sneakers is encouraged.

The school reserves the right to ask a student to not wear a particular item to school, and to update and/or change the above noted dress code as it deems best for the interest of the school and students.

Revised and NACCAS approved 5/2007  
Revised March 2010

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We invite you to jot down questions you may still have about PBS in the space below, and discuss them with either the Educational Director or the Administrator. You may also

E-mail questions to: [Nicole.Nardello@portsmouthbeautyschool.com](mailto:Nicole.Nardello@portsmouthbeautyschool.com), or [admissions@portsmouthbeautyschool.com](mailto:admissions@portsmouthbeautyschool.com) .(subject: Cat quest).